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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

Carnahan Courthouse Building  
1114 Market St., Room 608  
St. Louis, Missouri 63101  
(314) 622-4723  
Fax: (314) 613-3004

August 8, 2008

Vivian Dudley, Executive Director  
West End Mount Carmel  
5935 Horton Ave.  
St. Louis, MO 63112

RE: Desk Review of West End Mount Carmel Community Outreach, Key Kids Key Hours After School Program; Contract #07-10-94, Contract Amount \$40,000, CFDA#14.218 (Project #2008-CDA47)

Dear Ms. Dudley:

We have conducted a desk review of the West End Mount Carmel Community Outreach Services (Agency), a not-for-profit organization, Key Kids Key Hours After School Program, for the period January 1, 2007 through December 31, 2007. The scope of a desk review is substantially less than an audit, and as such, we do not express an opinion on the financial operations of the Agency. A desk review does not entail a site visit to the Agency.

Our desk review was completed on May 20, 2008. It included a review of the program contract, the Agency's internal controls established to administer the program and inquiries made with the Agency. The objective of the program is to develop interpersonal cognitive problem-solving skills with intervention designed to guide children to think critically and independently; and provide mentoring to avoid adverse situations.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and through an agreement with the City of St. Louis Community Development Administration (CDA) to provide fiscal monitoring to all grant subrecipients.

The Agency did not expend \$500,000 or more in federal funds; therefore, an A-133 audit was not required. However, an independent auditor's report was prepared without any observations.

Opportunity exists for the Agency to comply with the OMB Circular A-133 compliance requirements and the general provisions of its contract with CDA. Management's response to the observation noted in this report was received on August 1, 2008 and has been incorporated into the report.

The following is the observation resulting from our review:

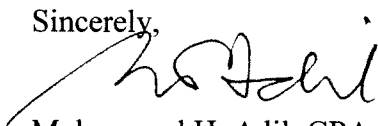
**Monthly reports were not submitted timely** - The CDA procedures require the Agency to submit monthly financial reports by the 10<sup>th</sup> of the month following the report period end. While obtaining preliminary information, it was noted that 2 of 7 monthly reports available for review were not timely submitted. The two reports were submitted an average of 27 days late. By not timely submitting its monthly reports, the Agency is not in compliance with its contract with CDA and processing of reimbursement requests may be delayed.

**Recommendation** - We recommend the Agency comply with its contract with CDA and submit monthly reports by the 10<sup>th</sup> of the month following the report period end to minimize delays in processing reimbursement requests.

**Management's Response** - *I was unaware two of our reports were 27 days late. The person responsible for these delays is no longer with the Agency, due in part to these types of infractions, in addition, we have a new Director of Finance that has extensive history in finances and understands your requirement of timely reports.*

If you have any questions, please contact me at (314) 622-4723.

Sincerely,



Mohammad H. Adil, CPA  
Internal Audit Manager

cc: Lorna Alexander, Special Assistant for Development, CDA